

JOB PROCEDURES

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**This information does not take precedence over OH&S. All employees should be familiar with the Saskatchewan Employment Act and the OH&S Regulations.*

APPROVED BY:	REVIEWED/REVISED DATE:
MATERIAL & EQUIPMENT REQUIRED	PERSONAL PROTECTIVE EQUIPMENT
<ul style="list-style-type: none">• ladders	

JOB STEPS

BEFORE YOU START

1. Do not use a chair or any other object to stand on instead of a ladder.
2. Choose a ladder that is long enough or extends far enough for the task.
3. Inspect the ladder before using it. Ensure it is not damaged in any way (e.g. broken, bent or loose members, missing non-slip feet, etc.).
4. Tag and remove defective ladders for repair. Destroy ladders that cannot be safely repaired. Do not straighten bent or bowed ladders. Do not paint ladders, as this can hide cracks or other weak points.
5. Make sure that your shoes are not wet or muddy, as this could cause you to slip.
6. Place ladders on solid, flat ground

STRAIGHT LADDER AND MOBILE TUBULAR

1. Keep the ladder one foot from the wall for every four feet the ladder extends up.
2. When using mobile tubular ladders, place the ladder as close as possible to the racking structure to minimize reaching. Make sure to lock the wheels.
3. Do not lean the ladder against an unsecured backing such as loose boxes or merchandise.

STEPLADDER

1. Extend the legs fully and ensure the braces are locked.
2. Never use a stepladder as a straight ladder
3. When using the ladder in front of a door, ensure the door is propped open.
4. Do not stand on the top step of a step ladder unless top step is designed as a step
5. Only climb the side of the ladder that is designed for climbing.

WHILE YOU ARE WORKING

1. Maintain 3-point contact on the ladder. Keep two hands and one foot, or two feet and one hand on the ladder. Keep a firm grip at all times.

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2. When climbing or descending a ladder, grasp the rungs instead of the side rails. The rungs will provide a better grip if your foot slips off the ladder.
3. Position the ladder facing the storage area. Never work sideways.
4. Face the ladder when climbing and descending.
5. Don't stretch or reach beyond the side of the ladder. You could lose your balance.
6. On a mobile tubular ladder, avoid carrying heavy or bulky items over the handrails to prevent the ladder from tipping over.
7. When carrying small merchandise up a ladder, always have one hand available to hold onto the ladder.
8. Do not slide down a ladder.
9. Do not leap off of a ladder.
10. Never stand higher on a ladder than what the manufacturer recommends (e.g. do not stand on the top step of stepladder and do not stand higher than the third rung from the top on a straight ladder).
11. Keep metal ladders away from electrical wires.
12. If a portable ladder exceeds 6 meters in length and is not securely fastened, or it is likely to be endangered by traffic, then it shall be held in place by one or more workers.